
Quick Reference Guide:

Using the MT Edition for the TEAMS Extract

This guide explains how to prepare the MT Edition application to extract a "Teacher-Class" file to upload into TEAMS. This guide is designed for schools that do not have an existing student information system.

Topics covered in this Quick Reference Guide include:

- *Preparing Calendars*
- *Entering Teachers*
- *Entering Courses*
- *Assigning Students to Courses*
- *Completing the Extract*



Districts that do not use a student information system may use the MT Edition application to store and extract data to submit on TEAMS. TEAMS (Terms of Employment, Accreditation and Master Schedule) is OPI's online system used to collect data for school accreditation (aka Annual Data Collection). In the MT Edition, districts may enter schedules, courses and teachers and assign students to courses. Data may then be extracted in a format suitable for upload into the "Teacher-Class" screen of the TEAMS system.



Before beginning, consider the following:

1. What is TEAMS?

- Terms of Employment, Accreditation and Master Schedule (TEAMS) is a collection that replace the previous Annual Data Collection (ADC). In TEAMS, districts report courses and teaching assignments at the class level. *page 2*

2. What calendar information is required?

- Districts must identify student enrollment dates and enter a daily schedule so TEAMS can accurately calculate student instruction time. *page 2*

3. What information is required for teachers?

- Teachers must have an SEID (previously known as the Folio Number), an employment record and an assignment into a school to be attached to the TEAMS extract. *page 6*

4. What do I need to know about the courses students are taking?

- Depending on the certification of the educator, students in grades K-6 generally need to be assigned only to a grade level course. Students taking courses from educators with specialized certifications (e.g., Physical Education teachers) and 7-8 and high school students will need to be assigned to a specific subject area course. *page 9*

5. How are students attached to courses with teachers?

- Teachers are assigned to the courses they teach and students are placed on a roster for that course. The TEAMS extract only records the number of students in a course, but not names of students. *page 15*

November 2014

TEAMS - Terms of Employment, Accreditation, and Master Schedule

This collection will fulfill a number of new and anticipated reporting requirements in addition to replacing the existing Annual Data Collection (ADC).

- The Terms of Employment collection reports the employment status of each employee of the district, including position code, FTE portion, base salary, employment start and end dates, total annual days and hours, Full-time/Part-time status, and permanent/temporary status.
- The Accreditation component collects information about the schools' compliance with the Montana School Accreditation Standards.
- The Teacher-Class collection includes information on course catalog and teaching assignments at the class level.

This guide will specifically address the Accreditation and Teacher-Class portions of the TEAMS project.

More information on the TEAMS project may be found on the OPI webpage at:

<http://www.opi.mt.gov/Reports&Data/Teams.html>

MT EDITION CALENDARS

For general AIM reporting, districts are required to create calendars with basic district information. For the purposes of the TEAMS collection, districts must also enter **Terms**, **Periods** and **Days**.

The screenshot displays the '14-15 Cascade 7-8' calendar configuration page. The interface includes a sidebar with navigation options such as 'System Administrator', 'Student Information', 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Grading & Standards', 'Programs', 'Ad Hoc Reporting', 'User Communication', 'Assessment', and 'System Administration'. The main content area is titled '14-15 Cascade 7-8' and features tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'Days'. The 'Calendar' tab is active, showing fields for 'Calendar ID' (32), 'School' (1661 Cascade 7-8), 'Name' (14-15 Cascade 7-8), 'Start Date' (07/01/2014), 'End Date' (06/30/2015), 'Student Day (instructional minutes)', 'Teacher Day (minutes)', 'Whole Day Absence (minutes)', 'Half Day Absence (minutes)', 'Type' (Instructional), 'Require Student Assignment', 'Testing Count Date', and 'Comments' (rolling 06/23/2014 11:48 AM). A red box highlights the 'Terms', 'Periods', and 'Days' tabs.

14-15 Cascade 7-8

Calendar Grade Levels Schedule Structure **Terms** Periods Days

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Full Year
Quarters

Term Schedule Detail

Name Primary
Quarters ☒

Term Detail

Name	Sequence	Start Date	End Date
X Q1	1	09/03/2014	11/06/2014
X Q2	2	11/07/2014	01/23/2015
X Q3	3	01/24/2015	03/27/2015
X Q4	4	03/28/2015	06/05/2015
X			

Add Term

Terms

Terms define the periods of time in which students are enrolled in courses. If districts only have full-year courses, only a full-year term is required. If students rotate courses on either a quarter, trimester or semester schedule, **click New Term Schedule/Terms** to define those terms.

Enter **Start Date** and **End Date** for each term. Click **Save**.

Periods

Periods define the time that students spend in courses. If the school is only recording time in one course (e.g., 1st grade or 2nd grade, etc.), the district only needs to create one period. (use default for this.) If students transfer from one course to another (e.g., high school) the periods need to reflect that movement between courses.

NOTE: If the MT Edition will be used to record attendance, periods may be set up based on times attendance will be taken (e.g., before and after lunch).

14-15 Cascade 7-8

Calendar Grade Levels Schedule Structure Terms **Periods** Days

New Period Schedule

Period Schedule/Periods Editor

Name
Default

Auto Create Period Schedules

Parameter Selection

This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

☒ (1 PeriodSchedule) Single Period Schedule

☐ (2 PeriodSchedules) A/B Day

☐ (3 PeriodSchedules) A/B/C Day

☐ (5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

6

Create PeriodSchedules/Periods

Click **New Period Schedule** to add a schedule.

Select Number of Period Schedules. For each schedule, you must enter a list of periods and times in the next step, so use the least number of schedules as possible to reflect the school's activities accurately.

Select Number of Periods for each Period Schedule. Enter the number of periods for the schedule being added. You can add more in the next step, if needed.

Click **Create Period Schedules/Periods**.

To list the period information, click the schedule just added.


14-15 Cascade 7-8

Calendar Grade Levels Schedule Structure Terms **Periods** Days

+ New Period Schedule

Period Schedule/Periods Editor

Name
Default
1



Enter a schedule **Name** (e.g., Bell Schedule, Early Out Days, etc.), if desired.

Enter **Start time** and **End Time** for each period.

Check **Non-Instructional** for every period that is not pupil instruction time.

Click **Save Period Schedules**.

NOTE: After saving, the *Instructional Minutes* and *School Day* minutes are calculated, as shown on the Period Schedule Info.

14-15 Cascade 7-8

Calendar Grade Levels Schedule Structure Terms **Periods** Days

Save Period Schedules + New Period Schedule x Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
Default
Bell Schedule

Period Schedule Info

Name	Sequence	Instructional Minutes	School Day
Bell Schedule	1	1112	1133

Period Info

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional
X 1	1	08:20 AM	09:10 AM	0	<input type="checkbox"/>
X 2	2	09:14 AM	10:04 AM	0	<input type="checkbox"/>
X 3	3	10:08 AM	11:15 PM	0	<input type="checkbox"/>
X 4	4	11:19 AM	12:09 PM	0	<input type="checkbox"/>
X Lunch	5	12:09 PM	12:57 PM	0	<input checked="" type="checkbox"/>
X 5	6	12:57 PM	01:47 PM	0	<input type="checkbox"/>
X 6	7	01:51 PM	02:41 PM	0	<input type="checkbox"/>
X 7	8	02:45 PM	03:35 PM	0	<input type="checkbox"/>
X 8	9	03:40 PM	04:05 PM	0	<input type="checkbox"/>
X 9	10	04:10 PM	08:10 PM	0	<input checked="" type="checkbox"/>
X Activities	11			0	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 14-15 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Preference for 14-15 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Days

The Days tab is used to identify the days on which students receive instruction. Holidays, early release days, and teacher in-service days are included.

Excluding or shortening days reduces the total number of instructional minutes for a course.

First, set the range for school days. This should include your PIR days.

On the **Days** tab, click *Day Reset*. Enter the *Start Date* (the date of the first PIR day) and the *End Date* (the date of the last PIR day). If school is not held on Friday, un-check Friday.

Click **Create Days**.

Second, adjust for days school is not held.

Select a date by clicking the number. For PIR days, uncheck *Instruction* and *Attendance*. For holidays or other non-school days, uncheck *School Day*, *Instruction* and *Attendance*. For shortened days, enter the *Start Time* and *End Time*.

To enter *Day Events*, click **Add Day Event**. Select *Type*.

Click **Save Day/Day Events**. Repeat for all altered instruction days.

TEACHERS

To include a teacher and/or para-professional responsible for student instruction in TEAMS, add them to the MT Edition application using the following steps.



Add Staff

From the **Index**, expand **Census**. Select **Staff Locator**.

Enter the teacher's **Last Name**, **First Name** and **Gender**. Click **Search**.

The search results display any teachers entered into another District or MT Edition. Verify the teacher's demographic information and select the corresponding match.

NOTE: Hovering over the name of the teacher will show the last district of employment – the same as the student locator does for students.

Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff from the list or click on C

Last Name* Professori
 First Name* Edwin
 Gender* Male
 Birth Date
 Middle Initial
 SSN #
 Staff State ID

Search -->

Name
No matches found

Staff State ID **Gender** **Birth Date** **%**

Create New District Staff -->

If there is no match for the teacher being entered, click **Create New District Staff**.

Required fields are: Last Name, First Name, Gender and Employment Start Date.

However, for the TEAMS extract, the teacher's SEID (Folio Number) must be entered in the *Staff State ID* field.

Enter the required data and click **Save**.

NOTE: The *Staff State ID* number was previously an auto-generated number. The district may need to replace the auto-generated number with the correct SEID number.

Person Information

*Last Name Professori
 *First Name Edwin
 *Gender Male
 Birth Date
 Middle Name
 Suffix
 Soc Sec Number

Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races? (check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Race/Ethnicity Determination

Home Primary Language

Person Identifiers

Student State ID
 Local Staff Number
 Staff State ID 126994
 Person GUID

Employment Information

Start Date 08/25/2014
 End Date
 Teaching Start Year
 Teaching Years Modifier
 License Number
 FTE Percent
 Seniority
 Education

Save



Professori, Edwin
Gender: M

Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Save Delete **New**

Assignments

Employment Assignment Information

School: Cascade 7-8 Department: Title: End Date: Start Date: 08/25/2014

Type: FTE of Assignment: Assignment Code:

Teacher Special Ed ☒ Program Behavior Admin Health Behavior Response Approver

Advisor Supervisor Counselor Foodservice Exclude Behavior Referral Self Service Approver FRAM Processor

Indicate District Assignments

Select the **District Assignments** tab and click **New**.

Select the **School**, enter a **Start Date** and check the box for **Teacher** (if the teacher will be a **Team Member** for Special Education students, also check **Special Ed** and/or **Advisor**). Click **Save**.

If a teacher is assigned to multiple schools, create an assignment for each school.

The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the **Montana State Educator Information System (MSEIS) Educator Search** at:

<https://apps3.opi.mt.gov/MSEIS/autos tart.aspx?Public=1>

Enter any of the known elements of the teacher's demographics and/or license information and click **Search Educators**.

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI-Licensure, PO Box 202501, Helena, MT 59620
Denise Juneau, Montana State Superintendent

SSOPublic Public Guest (Public)

Location: Last Name: Seitz First Name: App Status: License Class: License Exp Date: Search Educators Clear Search

Help Screen Help User Manuals Contact Support OPI Home Logout Logout of MSEIS

View	SEID	Prefix	Last Name	First Name	Middle Name	Suffix	Maiden Name	Gender	Status
View	13756		McDonald	May	B			F	ACTIVE
View	14682		Seitz	Adelle	W			F	INACTIVE
View	54122		Seitz	Christine	D			F	INACTIVE
View	34334		Seitz	Deborah	A			F	INACTIVE
View	73748		Seitz	Deborah	Rene		Curry	F	ACTIVE
View	51876		Seitz	Diane	J			F	INACTIVE
View	18910		Seitz	Edmund	J			M	INACTIVE
View	51467		Seitz	Eva	G			F	INACTIVE
View	13108		Seitz	Larry	A			M	ACTIVE
View	56798		Seitz	Laura	M			F	ACTIVE
View	23481		Seitz	Marcia	J			F	ARCHIVE
View	28310		Seitz	Mary	A			F	ACTIVE
View	49556		Seitz	Michael	J			M	INACTIVE
View	49083		Seitz	Rhonda	L			F	ACTIVE
View	26458		Seitz	Richard	T			M	ACTIVE
View	10718		Seitz	Susan	M			F	INACTIVE
View	25479		Seitz	Susan	M			F	INACTIVE
View	25787		Seitz	Wayne	T			M	ACTIVE
View	48401		Seitz	Winfield	S			M	INACTIVE

Mail all required documents to: OPI-Licensure, PO Box 202501 Helena, MT 59620

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI-Licensure, PO Box 202501, Helena, MT 59620
Denise Juneau, Montana State Superintendent

SSOPublic Public Guest (Public)

Location: Full Name: Richard T Seitz SEID: 28458 Gender: Male

Help Screen Help User Manuals Contact Support OPI Home Logout Logout of MSEIS

Back To Search Screen Print License History

Select	Class	Status	Source	Recommend	App Date	Issued	Effective	Expires
Select	Class 1 - Professional Teaching	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 3 - Administrator	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 1 - Professional Teaching	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 3 - Administrator	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 1 - Professional Teaching	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 3 - Administrator	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 1 - Professional Teaching	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 3 - Administrator	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 1 - Professional Teaching	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 3 - Administrator	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/1/1982	9/1/1982	7/1/1982	6/30/1987
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/1/1977	9/1/1977	7/1/1977	6/30/1982

Endorsement	Description	Status	Source	Recommend	App Date	Issued	Effective	Expires
015 BPE - (Secondary (5-12))	Speech Communications	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
025 MAT - (Secondary (5-12))	Mathematics	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014

Click **View** to see the specific license history and information for the selected teacher.

The SEID is located at the top of the page, under the teacher's name.

NOTE: Information shown here was obtained from the public site. Districts have access to the secure MSEIS/TEAMS site.



COURSES

Courses are entered into the MT Edition depending on the certification of the teacher and the grade level of the student.

For elementary students taught by K-8 certified elementary teachers, only a “grade level” course (e.g., 1st grade, 2nd grade, 3rd grade) is required.

Students taught by a specialist need to be enrolled into their specified courses (typically middle and/or high school students). Districts will also need to account for specialists who supplement a student’s education (e.g., K-6 physical education teachers).



General Elementary Courses

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter **Number** and **Name** (district specified), **Max Students** (set at a higher number than would ever be enrolled in the course), **Terms** (same as number of terms entered on calendar), **Schedules** (typically 1), **Periods** (number of periods for course), and check **Allow Student Requests**.

OPTIONAL: Check **Homeroom** and **Attendance** as appropriate – if using the MT Edition application to take attendance.

Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3). The NCES code auto-fills after this identifying data is entered.

Click **Save** (top of screen).

NOTE: Elementary courses are numbered 51 to 73 and contain the notation (prior-to-secondary).

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

http://www.opi.mt.gov/Reports&Data/TEAM_S.html#gom1_6

NCES Data form showing the following fields and values:

- NCES Code: 73034
- SCED Subject Area: 73: Nonsubject Specific (prior-to-secondary)
- SCED Course Identifier: 034: Grade 4
- SCED Lowest Grade: 04: Grade 4
- SCED Highest Grade: 04: Grade 4
- SCED Course Level: GE: General Education
- SCED Sequence: (part n of m parts) 1 of 1

NCES Data form showing the following fields and values:

- NCES Code: 73034
- SCED Subject Area: 73: Nonsubject Specific (prior-to-secondary)
- SCED Course Identifier: 034: Grade 4
- SCED Lowest Grade: 04: Grade 4
- SCED Highest Grade: 04: Grade 4
- SCED Course Level: GE: General Education
- SCED Sequence: (part n of m parts) 1 of 1

Middle/High School Courses

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter *Number* and *Name* (district specified), *Max Students* (set at a higher number than would ever be enrolled in the course), *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), *Periods* (number of periods for course), and check *Allow Student Requests*.

If the course is *Distance Learning* or *Dual Enrollment*, check the appropriate box.

If the course is part of an Alternative Education Program for At Risk Youth, check the **Alternative Ed Program** box under **Custom Data Elements** at the bottom of the **Course** tab.

OPTIONAL: If using the MT Edition application to keep attendance, check *Homeroom* and *Attendance* as appropriate.

Add Course form showing the following fields and values:

- Year: 14-15
- School: Cascade 7-8
- Index: Search, Help
- System Administrator: Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Courses, Add Course, Request Wizard, Roster Copy, Lunches, Scheduling Group, Trials, Reports, Grading & Standards, Programs
- Course Information:
 - Number: GR7Engl
 - Name: Grade 7 English
 - Subject Type: Core Academic Subject Area (CORE)
 - English (ENG)
 - Max Students: 25
 - Terms: 1
 - Schedules: 1
 - Periods: 1
 - Sections to Build: 0
 - GPA Weight: 0
 - Bonus Points: 0
 - Transcript: ☐
 - Required: ☐
 - Activity: ☐
 - Vocational Code: ☐
 - Homeroom: ☒
 - Allow student requests: ☒
 - Allow teacher requests/recommendations: ☐
 - Repeatable: ☐
 - Attendance: ☒
 - Unit Attendance: ☐
 - High School Credit: ☐
 - Distance Class: ☐
 - Dual Enrollment Credit: ☐
 - Comments:

Custom Data Elements form showing the following fields and values:

- Alternative Ed Program: ☒

Elementary (Grades 5-8): Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

NOTE: Elementary courses are numbered 51 to 73 and contain the notation (prior-to-secondary).

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6

The screenshot shows the 'NCES Data' form with the following values:

- NCES Code: 55165
- SCED Subject Area: 55: Fine and Performing Arts (prior-to-secondary)
- SCED Course Identifier: 165: Crafts
- SCED Lowest Grade: 07: Grade 7
- SCED Highest Grade: 08: Grade 8
- SCED Course Level: GE: General Education
- SCED Sequence: 1 of 1

High School (Grades 9-12): Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Available Credit*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

NOTE: Secondary courses are numbered 01 to 22.

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6

The screenshot shows the 'NCES Data' form with the following values:

- NCES Code: 05165
- SCED Subject Area: 05: Fine and Performing Arts
- SCED Course Identifier: 165: Crafts
- SCED Lowest Grade: 09: Grade 9
- SCED Highest Grade: 12: Grade 12
- SCED Available Credit (Carnegie Units): .5
- SCED Course Level: GE: General Education
- SCED Sequence: 1 of 1

Courses by Specialists

If the K-6 (or K-8) curriculum uses specialists in courses such as Music, Art, etc., enter those courses separately from the grade/classroom courses (e.g., 1st grade, 4th grade, etc.).

Select the current **Year**, **School** and/or **Calendar**.

From the **Index**, expand **Scheduling** and select **Add Course**.

Enter *Number* and *Name* (district specified), *Subject Type*, *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), and *Periods* (number of periods for course).

OPTIONAL: Check *Homeroom*, *Allow Requests* and *Attendance* as appropriate.

Elementary (Grades K-6 or K-8): Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

Click **Save**.

NOTE: Elementary courses are numbered 51 to 73 and contain the notation (prior to secondary).

For specific information on K-12 Course Codes and course mapping, see the OPI School Staffing webpage at:

http://www.opi.mt.gov/Reports&Data/TEAMS.html#gpm1_6

Creating Sections

Sections define the time period that courses occur and link teachers and students to courses.

Choose the current **Year**, **School** and/or **Calendar**. From the **Search** tab, *Search for **Course/Section***. Click **Go**.

Choose a course. Click the **Sections** tab.

The screenshot shows the 'b250 Freshman English' page. At the top, there are dropdowns for 'Year' (14-15) and 'School' (Cascade High School). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Search' tab is active, showing a 'Course/Section' search bar and a 'Go' button. Below the search bar is an 'Advanced Search' link. On the right, there are tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', 'Composite Grading', and 'Assessments'. The 'Sections' tab is highlighted. Below the tabs, there is a table with columns: 'Section', 'Teacher', 'Room', 'Term', 'Schedule', 'Period', 'Seats Taken', and 'Scheduling Group'. The table contains one row for 'b250 Freshman English'. Below the table, there is a 'Search Results: 3 Courses' section with a list of courses: 'b200 Underwater basketweaving', 'b250 Freshman English', and 'B500 Arts in Culture'. The 'b250 Freshman English' course is highlighted.

The screenshot shows the 'b250-1 Freshman English' section editor. At the top, there is a 'Section Editor' tab with sub-tabs for 'Section', 'Staff History', 'Roster', and 'Attendance'. The 'Section' tab is active. Below the tabs are 'Save' and 'Delete' buttons. The main area contains a 'Section Editor' form with fields for 'SectionID' (1), 'Section Number' (1), 'Teacher Display Name', 'Max Students' (25), 'Room', 'Distance Class (Override)', 'Primary Teacher', 'Session Type' (SY: Full School Year), and 'Session Number' (01: 01). Below the form is a 'Section Schedule Placement' table with columns for 'Full Year' and 'Qu 1', 'Qu 2', 'Qu 3', and 'Qu 4'. The table contains rows for '1' through '5'. Row '1' has checkboxes for 'Qu 1', 'Qu 2', 'Qu 3', and 'Qu 4'. Row '2' has checkboxes for 'Qu 1' and 'Qu 2'. Row '3' has checkboxes for 'Qu 1' and 'Qu 2'. Row '4' has checkboxes for 'Qu 1' and 'Qu 2'. Row '5' has a 'Session Type' dropdown menu. The dropdown menu is open, showing options: 'IS: Inter Session', 'LS: Long Session', 'MT: Mini Term', 'QN: Quinmester', 'QT: Quarter', 'SM: Semester', 'ST: Summer Term', 'SY: Full School Year', 'TM: Trimester', and 'TW: 12 Month'.

Click **Add a Section**.

Enter *Section Number*. Select *Session Type*.

The *Session Number* corresponds to the *Session Type*. For example, if *Session Type* is Quarter, the *Session Number* for this course will be 1, 2, 3, or 4 for 1st quarter, 2nd quarter, etc.

For a full year course there is only one *Session Number*.

Check the boxes that correspond to the time the course is offered. If a course is offered more than once per day, create a separate section for each time the course is offered.

Click **Create Section**.

Click the **Staff History** tab.

Select **New Primary Teacher**. Select a name from the **Name** dropdown list.

Choose a **Role**.

The teacher selected as *Primary Teacher* should have a *Role* of *00: Teacher of Record* and hold an appropriate MT certification to teach the selected course. Only one *Primary Teacher* may be identified for each course.

Click **Save**.

NOTE: For distance learning courses, the district must have a *Facilitator* assigned to the course under *Primary Teacher*.

b250-1 Freshman English
Teacher: None Assigned

Section Staff History Roster Attendance Grading By Task Grading By Student

Save New Primary Teacher New Teacher New Section Staff

Staff History

Name	Start Date	End Date	District Assignment
There is no active primary teacher for this section.			

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Primary Teacher

Name	Start Date	End Date	District Assignment	Role
Ingalls-Wilder, Laura				00: Teacher of Record

Comments

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Ingalls-Wilder, Laura

☐ Use a new Teacher Display Name on the Section tab: Ingalls-Wilder, Laura

b250-1 Freshman English
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup

Save New Primary Teacher New Teacher New Section Staff

Staff History

Name	Start Date	End Date	District Assignment	Role
Ingalls-Wilder, Laura				Teacher of Record

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Teacher

Name	Start Date	End Date	District Assignment	Role
Briggs, Stephanie				02: Co-Teacher General Education

Comments

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Ingalls-Wilder, Laura

☐ Use a new Teacher Display Name on the Section tab: Briggs, Stephanie

If another teacher will be sharing the teaching responsibilities with the *Primary Teacher*, select **New Teacher**.

Choose the name of the second teacher from the dropdown list and choose a **Role**.

Click **Save**.

NOTE: The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*.

If another staff member will be sharing the teaching responsibilities (e.g., a para-educator) with the *Primary Teacher*, select **New Section Staff**.

Choose the name of the staff member from the dropdown list and choose a **Role**.

Click **Save**.

b250-1 Freshman English
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup

Save New Primary Teacher New Teacher New Section Staff

Staff History

Name	Start Date	End Date	District Assignment	Role
Ingalls-Wilder, Laura				Teacher of Record
Briggs, Stephanie				Co-Teacher General Ed

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Section Staff

Name	Start Date	End Date	District Assignment	Role
Newton, Isaac				07: Instructional Para General Ed

Comments

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Ingalls-Wilder, Laura

☐ Use a new Teacher Display Name on the Section tab:

CREATING ROSTERS

TEAMS will derive an enrollment count from student rosters entered in MT Edition and uploaded into the TEAMS Teacher-Class data collection

After searching for the Course/Section (see page 13), *select* the **Roster Setup** tab.

Students may be selected in multiple ways:

- **Copy student from this section:** – Select a section for which students are already enrolled, and the screen will copy that list of students to this section – helpful if there are AM and PM sections of a course or all students in a grade are taking the same courses. **NOTE:** When using this option, students don't appear under *Current Roster* until ***Save Student List and/or Copy Section*** is selected.
- **Show Students in this grade only:** – Select one grade level to display a list of students in the specified grade level – useful for enrolling students into a course that only applies to one grade level. Click student names to add to the *Current Roster*. Click ***Save Student List and/or Copy Section*** when all students have been added.
- **All Students:** Select students from the list of all enrolled students. Click student names to add to the *Current Roster*. Click ***Save Student List and/or Copy Section*** when all students have been added.

B500-1 Arts in Culture
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section: [dropdown menu]

Current Roster(0/25)

Show Students in this grade only: [dropdown menu]

Benny, Jack (10)
BOLTON, MICHAEL P(11) 11279
Huttable, Denise (12)
Huttable, Theodore (10)
Huttable, Theodore (11)
McDonald, Ronald (12) 10745
Ray, Rachel R(11) 111612

B500-1 Arts in Culture
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section: [dropdown menu]

Current Roster(0/25)

Show Students in this grade only: [dropdown menu]

Benny, Jack (10)
BOLTON, MICHAEL P(11) 11279
Huttable, Denise (12)
Huttable, Theodore (10)
Huttable, Theodore (11)
McDonald, Ronald (12) 10745
Ray, Rachel R(11) 111612

B500-1 Arts in Culture
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section: [dropdown menu]

Current Roster(0/25)

Show Students in this grade only: [dropdown menu]

Benny, Jack (10)
BOLTON, MICHAEL P(11) 11279
Huttable, Denise (12)
Huttable, Theodore (10)
Huttable, Theodore (11)
McDonald, Ronald (12) 10745
Ray, Rachel R(11) 111612

B500 Arts in Culture

Course Sections Grading Tasks Standards Composite Grading Assessments

Save Delete

Course Information

Course ID 4

*Number B500 *Name Arts in Culture

Subject Type Core Academic Class

Core Academic Subject Area (CORE) Arts (ART)

Department

Schedule Load Priority Max Students 25

GPA Weight 0 Bonus Points

Transcript

Terms 0 Schedules 0 Periods 0 Sections to Build 0

Type HRT: Honors

Activity

Vocational Code

Homeroom ☒ Allow student requests ☒ Allow teacher requests/recommendations ☐

Distance Class ☐ Repeatability ☐ Attendance ☒ Unit Attendance ☐ High School Credit ☐

Dual Enrollment Credit ☐

Comments

Students may also be added to classes individually. This method is recommended for enrolling students after the first of the year and for recording course changes.

To enable this functionality for a course, check *Allow student requests* on the **Course** tab.

Navigate to the student's **Schedule** tab:
(**Index/Student Information/General**).
Click the **Schedule** tab.

Click **Walk-in Scheduler**.

Benny, Jack
Grade: 10 DOB: 06/12/1996 Gender: M

Credit Summary Assessment Behavior Graduation Ad-Hoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Transcript

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR Choose a report option Walk-in Scheduler

	Term Qu 1 (08/25/14-11/02/14)	Term Qu 2 (11/03/14-01/23/15)	Term Qu 3 (01/24/15-03/27/15)	Term Qu 4 (03/28/15-05/31/15)
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Period Info

Name	Seq	Time	Lunch Time	Non-Instructional
1	1	08:06 AM - 08:45 AM	0	<input type="checkbox"/>
2	2	08:48 AM - 09:32 AM	0	<input type="checkbox"/>
3	3	09:40 AM - 10:22 AM	0	<input type="checkbox"/>
4	4	-	0	<input type="checkbox"/>
5	5	-	0	<input type="checkbox"/>
6	6	-	0	<input type="checkbox"/>
7	7	-	0	<input type="checkbox"/>
8	8	-	0	<input type="checkbox"/>
9	9	-	0	<input type="checkbox"/>

Benny, Jack
Grade: 10 DOB: 06/12/1996 Gender: M

Credit Summary Assessment Behavior Graduation Ad-Hoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Transcript

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR Choose a report option View Schedule

Load Unload End Restore Student Requests

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Qu 1 08/25/2014 - 11/02/2014	Qu 2 11/03/2014 - 01/23/2015	Qu 3 01/24/2015 - 03/27/2015	Qu 4 03/28/2015 - 05/31/2015
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Section Search

Start Date 11/06/2014

Course Number

Course Name

Department

Teacher

Term Qu 1

Period 1

Schedule

Search

B500 Arts in Culture
B500-1 (025) Ingalls-Wilder, Laura T:Qu 1-Qu 4 P:1 IEPs: 0

Click the **EMPTY** link on the student's schedule for the period you want to schedule. A list of courses meeting at that time will appear in a **Section Search** to the right of the schedule.

Click the section below the course to add it to the student's schedule.

Course Changes

When a student moves from one course to another, do not delete the course from the student's schedule.

As with an enrollment, end date the first course, then add the new course.

	Q1 08/28/2013 - 11/01/2013	Q2 11/04/2013 - 01/24/2014	Q3 01/27/2014 - 03/21/2014	Q4 03/24/2014 - 06/11/2014
01	740A-1 PE/Health 10-1st	740A-1 PE/Health 10-1st	EMPTY	EMPTY
02	940A-5 Algebra 2-1st	940A-5 Algebra 2-1st	EMPTY	EMPTY
03	868A-1 Honors English 10-1st	868A-1 Honors English 10-1st	EMPTY	EMPTY
04	430A-1 Spanish 2-1st	430A-1 Spanish 2-1st	EMPTY	EMPTY
Lunch	EMPTY	EMPTY	EMPTY	EMPTY
05	722A-1 Jazz Ensemble- 1st	722A-1 Jazz Ensemble- 1st	EMPTY	EMPTY
06	520A-2 Biology 1-1st Drop:10/04/2013 723A-1 Symphonic Band - 1st Start:10/07/2013	520A-2 Biology 1-1st Drop:10/04/2013 723A-1 Symphonic Band - 1st Start:10/07/2013	EMPTY	EMPTY
07	660A-7 Study Hall 1st	660A-7 Study Hall 1st	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY
Activities	EMPTY	EMPTY	EMPTY	EMPTY

TEAMS EXTRACT

From the **Index**, expand **MT State Reporting** and select **TEAMS Extract**.

Under **Format**, select **CSV**.

Choose an **Enrollment Count Date**. (TEAMS uses the October Count Date)

Select one or more **Calendars**.

Click **Generate Report**.

NOTE: TEAMS uploads are done by school. A separate upload file should be created for each school (but may include multiple calendars for that school).

Prior to generating the report, a screen will *open showing two warnings*:

Warning 1: Teacher or staff member is assigned to an active section but is not assigned a state teacher role – need to verify that each section has an assigned Teacher of Record.

Warning 2: The following courses and sections have a credit amount that is greater than 2.0.

If both warnings show *Number of Records: 0* **OR** all issues have been resolved, click **Click Here** to generate report.

[Click Here](#) to generate the reports



Warning 1: Teacher or staff member is assigned to an active section but is not assigned a state teacher role.

Number of Records:0

Warning 2: The following courses and sections have a credit amount that is greater than 2.0.

Number of Records:0

Verify that data is entered into all fields.

If data is missing, check the steps above to correct the missing field.

If all data is entered and accurate, the file is ready for upload to TEAMS:

<https://apps.opi.mt.gov/SSO/Login/Login.aspx> (TEAMS Login Screen)

Follow the instructions provided in the TEAMS User Manual to upload the file:

http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11

	A	B	C	D	E	F	G	H	I	J	K
1	FiscalYear	OwnersLegalEntityCode	OwnersSchoolCode	LocationsLegalEntityCode	LocationSchoolCode	SEID	CourseCode	SessionTypeCode	SessionNumber	SectionCode	TeacherOfRecordFlag
2	2014	1211	646	1211	646	37036	73033 SY		1	1 N	
3	2014	1211	646	1211	646	37036	73034 SY		1	1 N	
4	2014	1211	646	1211	646	37036	73035 SY		1	1 N	
5	2014	1211	646	1211	646	37036	73036 SY		1	1 N	
6	2014	1211	646	1211	646	37036	73033 SY		1	1 N	
7	2014	1211	646	1211	646	37036	73034 SY		1	1 N	
8	2014	1211	646	1211	646	37036	73035 SY		1	1 N	
9	2014	1211	646	1211	646	37036	73036 SY		1	1 N	
10	2014	1211	646	1211	646	113010	73031 SY		1	1 Y	
11	2014	1211	646	1211	646	113010	73030 SY		1	1 Y	
12	2014	1211	646	1211	646	113010	73031 SY		1	1 Y	
13	2014	1211	646	1211	646	113010	73030 SY		1	1 Y	
14	2014	1211	646	1211	646	113009	73032 SY		1	1 Y	
15	2014	1211	646	1211	646	113009	73035 SY		1	1 N	
16	2014	1211	646	1211	646	113009	73031 SY		1	1 N	
17	2014	1211	646	1211	646	113009	73032 SY		1	1 Y	
18	2014	1211	646	1211	646	113009	73031 SY		1	1 N	
19	2014	1211	646	1211	646	113009	73036 SY		1	1 N	
20	2014	1211	646	1211	646	113009	73036 SY		1	1 N	
21	2014	1211	646	1211	646	113009	73035 SY		1	1 N	
22	2014	1211	646	1211	646	3784	73034 SY		1	1 Y	
23	2014	1211	646	1211	646	3784	73033 SY		1	1 Y	
24	2014	1211	646	1211	646	3784	73033 SY		1	1 Y	
25	2014	1211	646	1211	646	3784	73034 SY		1	1 Y	
26	2014	1211	646	1211	646	3782	73036 SY		1	1 Y	
27	2014	1211	646	1211	646	3782	73035 SY		1	1 Y	
28	2014	1211	646	1211	646	3782	73035 SY		1	1 Y	
29	2014	1211	646	1211	646	3782	73036 SY		1	1 Y	

NOTE: If you want to make changes in the file before uploading into TEAMS, you must **import** this file into Excel (i.e., not just open the file in Excel) to make any edits prior to uploading into TEAMS. The instructions for doing this begin on page 140 of the [TEAMS Users Manual](#) or you can view the video [here](#). When done making edits, click “Save As...” and save it as a CSV file, which can be uploaded it into TEAMS.

For further assistance, contact the AIM Help Desk at opiainhelp@mt.gov or 1-888-424-6681.



Achievement
in Montana
Montana's State Student
Information System



Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

Using the MT Edition for TEAMS

November 2014